



Vision Real Estate Partners, LLC  
1 Bloomfield Ave.  
Mountain Lakes, NJ 07046

## **Leasing/Marketing Associate**

### **Job Responsibilities:**

- Manages Leasing process, including but not limited to:
  - Maintain relationships with third-party brokers and reviews and analyzes Requests for Proposals (RFP) and coordinates RFP responses.
  - Coordinates weekly/biweekly leasing calls and with third-party brokers and the distribution of leasing reports
  - Maintain property visibility with the local brokerage and prospect community to maximize property exposure in the market place.
  - Space availability tours with prospective Tenants
  - Coordinates space planning with prospective tenants
  - Negotiates leases, renewals and expansions
  - Works with legal counsel to prepare lease documents
- Work with the Asset Manager to execute the marketing and leasing strategy across the portfolio as compared to business plan proforma
  - Assist in performing leasing Net Present Value (NPV) and Net Effective Rent (NER) models for lease proposal evaluation
  - Develop and maintain floor plans and marketing materials for respective properties
  - Comps: Understanding comparable properties, pricing, and competitive positions to maximize occupancy and financial performance of company's properties relative to the competition.
- Collaborate with Development/Construction and the Asset Manager, assists in and helps expedite the space planning process and tenant improvement process to maximize speed to lease.
  - Conduit between Asset Management and Construction to quantify leasing costs (tenant improvements, commissions and landlord costs) to ascertain expected rental rates

### **Desired Skills and Experience**

- Bachelor's Degree (preferably in Business, Finance, or related subject) required
- High degree of analytical skills
- Excel, Word, PowerPoint
- Ability to be independent and a self-starter: must be self-motivated and takes initiative
- Ability to multi-task in a fast-paced environment and manage multiple projects
- Strong verbal and written communication skills – ability to distill information down to key points
- Identify issues and offer solutions
- Thinks critically and draws well-reasoned conclusions